



Pinpoint AV PO 84314 San Diego Ca. 92138

619-823-2100

## Audio-video clarification and authentication Order Form

Copy, save or export your relevant audio-video files from the recording device onto a computer, disc or USB drive. If you are given several format options, mail or transfer them all to us with your completed and signed order form, Our mailing address and contact information is at the bottom of this agreement. Only send copies since received items shall have no monetary value and, unless prior arrangements have been made, will be destroyed after 30 days.

MARK ALL THAT APPLY:

**This case is** Rule 26 State Criminal Civil N/A

Case name and number / identifier: \_\_\_\_\_

Court house name and city, state: \_\_\_\_\_

Opposing counsel and/or expert ( Used to check for conflicts of interest )

\_\_\_\_\_

Do you require: Video results in APPLE format?\_\_\_\_\_ Mailed materials returned?\_\_\_\_\_  
(default is No)

Provide a FedEx or UPS return label, or prepaid Express Mail Flat Rate envelope, to have your mailed items returned

What do you hope the final results will prove? :

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Who else do you authorize to communicate with us or by us regarding results or questions on this case?

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Please detail the entire scope of work, and complete list of files that we are to quote to you:

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Use a separate page for instructions as needed

We only accept cases from prior clients, active attorneys (and their office), Licensed Investigators, and government agencies

(D.A., law enforcement, military, etc...). We reserve the right to refuse service and will not accept cases from, nor communicate with, individuals, businesses or Pro-Se/Pro-Per. Contact us if you feel that we should make an exception, and then enter the provided exception code here\_\_\_\_\_.

An exception code does not qualify the recipient as a prior client for future cases

## Order Form (terms)

All four pages of this Order Form constitute the entire Agreement between Provider (PinPointAV, its employees, ownership and assistants) and Client (detailed below), and replaces all other Agreements whether explicit or implied, and shall be binding upon Client's heirs, employees, devisees, legatees, administrators, executors, successors, and assignees. All parties agree to only share electronic or physical items to which they possess the legal authority and permission to do so. Prior to accepting your case, terms and pricing may be withdrawn or modified without advance notice.

### **LIMITED LIABILITY**

Provider makes no guarantees or warranties, expressed or implied, as to the use, condition, legality or fitness of either the original or processed, electronic or physical media, or of Client's satisfaction with any results obtained. Client agrees to defend, indemnify and hold harmless, Provider regarding the media file(s) acquisition, the usage of Provider's services, any results produced, and any courses of action, claims, damages, and demands arising directly or indirectly from any of Provider services.

Client agrees to this entire Agreement and fees, authorizes and becomes financially responsible to ensure Provider is paid in full for services ordered, and that future services via order, subpoena or court order/ directive for this case shall become a part of this Agreement at the then current pricing.

Client agrees that funds become owed and non-refundable once Provider's work has begun, and that the maximum damages are the service fees paid by Client regardless of the legal theory used. The laws of San Diego County apply without a change in venue. If any portions of this Agreement, or its terms, are unenforceable by law or court order, all other terms and conditions shall remain in force.

**CLIENT** (also used as the shipping address when applicable).

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Main phone: \_\_\_\_\_

Direct phone: \_\_\_\_\_

Mobile phone: \_\_\_\_\_

Your email: \_\_\_\_\_

Full name: \_\_\_\_\_

Signor's title : \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Please use additional pages to denote special instructions and/or a different shipping address

## Policies

### **OPERATIONAL**

PinPoint AV Forensics provides services for civil cases worldwide. Criminal cases are accepted on a limited basis. Statements, opinions and conclusions shall be based solely upon the evidence in accordance with professional standards, regardless of the hiring party's preferred outcome. It is our duty, and that of the hiring party, to timely inform the other of potential conflicts of interest.

Advance payment is required for new clients, delinquent prior clients, and in advance of expert testimony. Retainer funds are not required, but can be used if client contracts to use hourly billing in lieu of this agreement and it's fixed service pricing.

### **TESTIMONY**

Video testimony or deposition is available worldwide billable at \$500/hour, plus \$250/hour travel/wait time portal-to-portal between San Diego and the chosen venue. In court testimony is priced per this order form, due in advance per day or partial day, and inclusive of preparation time (emails, phone calls and document review) and expenses (transportation, printing and incidentals).

### **PRIVACY**

All communications are confidential and cannot be disseminated to any third party or used for any purpose without express written consent or court order. Expert work is performed at the direction of counsel and is subject to the attorney client privilege and attorney work product doctrines.

Provider uses multi-layered electronic and physical security to protect their lab and client case files. Once results have been delivered, or the client's case has been closed, communications are allowed to age into deletion and the associated case files are either returned or destroyed. Communications will include electronic methods (e.g. email, text, fax) unless explicitly directed otherwise in writing.



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